

RESEARCH & CONSULTANCY

Standard Operating Procedure



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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RESEARCH & CONSULTANCY

INDEX

Sl. No.	Topic	Page
1	INTRODUCTION	3
2	DEFINITIONS	5
3	GENERAL GUIDELINES	
4	SCOPE, CLASSIFICATION, & NORMS	
5	MANAGEMENT OF CONSULTANCY & TESTING PROJECTS	
6	GUIDELINES FOR OUTSTATION WORKS	
7	RESEARCH & CONSULTANCY COMMITTEE	
8	DISTRIBUTION OF FEES	
9	UTILIZATION OF PDF	
10	PROJECT STAFF RECRUITMENT	
11	GUIDELINES FOR MOU/AGREEMENT	
12	SUPPORT FOR FACULTY & STUDENTS	
13	MANAGEMENT OF FUNDS	
14	EXCEPTION CLAUSES	

1. INTRODUCTION

The Institute considers Industry sponsored research work, consultancy and testing as important activities to achieve several objectives such as:

- Contributing to the infrastructural & industrial growth of the nation and for welfare of the society.
- Fostering industry and Institute interaction to help students for industrial orientations, enhancing professional expertise and academic growth of the faculty members and technical staff, and generating funds for the development of the Institute.
- Developing insight for practical feasibility in research.
- Providing service to the community/society.
- Extending knowledge and technical know-how.

Therefore, as a matter of policy, the Institute encourages its faculty members to undertake research and consultancy work.

The Research and Consultancy Section in the Institute has been specifically setup to provide specialised administrative and managerial support for the operation of the following activities:-

- Promotion of Sponsored Research Projects, Consultancy and Testing work.
- Maintaining database regarding expertise of faculty.
- Co-ordination of co-curricular activities (Technical festivals, quizzes etc.) for the students.
- Promotion of Participation in conferences, Workshops, and Training Programmes of faculty members and students.



2. DEFINITIONS

- 2.1 **Institute** means **National Institute of technology Jamshedpur** i.e. NIT Jamshedpur.
- 2.2 **Department** means all the academic departments and centres at the Institute.
- 2.3 **Director** means the Director, NIT Jamshedpur.
- 2.4 **Dean (R & C)** means **Dean (Research & Consultancy), NIT Jamshedpur**.
- 2.5 **Associate Dean (R & C)** means **Associate Dean Research & Consultancy, NIT Jamshedpur**.
- 2.6 **Assistant Registrar (R & C)** means Assistant Registrar (R & C), NIT Jamshedpur.
- 2.7 **R & C Division** means the **Office of the Dean (R & C)** comprising of Associate Dean (R & C), Assistant Registrar (R & C) and other non-teaching staff members.
- 2.8 **R & C Committee** means committee comprising of Dean (R & C), Associate Dean (R & C), and nominated faculty members from different departments.
- 2.9 **HODs** means Heads of various departments of the Institute.
- 2.10 **Principal Investigator (PI)** is a member of the faculty/scientist of the Institute with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the PI. In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- 2.11. **Investigator (I)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the PI to work jointly with him/her on the project or any other Group 'A' staff so permitted by the Director.
- 2.12. **Consultant** is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.
- 2.13. **Project Supporting/Research Staff** is a person appointed on contract (as per institute norms) in conformity with guidelines of R & C Division to work on a sponsored research or consultancy project. The project supporting/ Research staff includes research, technical and office personnel, Fellow or Associate.
- 2.14. **Research Development Fund (RDF)** means a part of the Corpus/share received for Sponsored Research and Consultancy project.
- 2.15. **Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the institute overhead charge/share from Research and Consultancy projects are transferred.
- 2.16. **Intellectual Property** means an intangible property that is a result of a project, such as patents, copyrights, etc.
- 2.18. **Proper Channel** means process from PI to HoD to Dean (R&C) to Director.
- 2.19. **Project Monitoring Committee (PMC)** means the Committee constituted to monitor the large projects with outlay of more than Rs. 25 lacs.
- 2.20 **Appellant authority** Appellant authority will be the Director who can be appealed for any controversies and his decision will be final.
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3. GENERAL GUIDELINES

- 3.1** Individuals or Departments shall take up projects after taking approval through proper channel. All funds in connection with Projects should be received in the name of Director, NIT Jamshedpur.
- 3.2** Consultancy Services may be offered to Industries, Service Sector, Government Departments and other National and International agencies in niche areas of expertise available in the Institute.
- 3.3** Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 10,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs. 5,000/- per man-day for faculty/scientist/Group-A staff and Rs. 500/- per man-day for technical and other non-academic staff may be charged.
- 3.4** Faculty members, laboratory staff, and other Institute staff may be granted project leave for work related to Sponsored Research and Industrial Consultancy Projects as per statutes.
- 3.5** Report(s) and data collected/originated out of project are the joint Intellectual Property of the sponsor, PI and the Institute, which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor, PI and the Institute.
- 3.6** The Intellectual Property Right (IPR) policy of the Institute, as and when framed, shall be applicable.
- 3.7** A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Director through proper channel.
- 3.8** If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter.
- 3.9** All purchases under projects/PDF/RDF shall be made as per Institute's norms after taking financial approval from the competent authority.
- 3.10** The travel rules will be as per Government of India (GoI) norms.
- 3.11** For Departmental Consultancy work, faculty and staff members sent out in connection with consultancy work by the HOD, will be treated on duty and TA/DA will be paid as per Institute norms, and it will be charged from the project/consultancy funds. The faculty members going out for consultancy will be required to assure themselves that any of the Institute responsibilities are not hampered during the period of their non-availability.
- 3.12** All the research and Academic related MoUs/Agreements will be initiated by the office of Dean (R&C). MoU/Agreement will be drafted as per the guidelines of the Institute. When the MoU is acceptable to both the parties, it has to be sent to the Director, NIT Jamshedpur through Associate Dean (R&C). A copy of the duly signed MoU will be sent to the other party and a copy retained in the office. After approval, PI/HoD/Associate Dean (R&C)/ Director- as the case may be, will sign the MoU.
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4. SCOPE, CLASSIFICATION, AND NORMS

The scope of work is broadly outlined as follows:-

- 4.1 Government/Industry-Sponsored and similar research (Type- I)
- 4.2 Consultancy (Type- II)
- 4.3 Testing (type-III)
- 4.4 Collaborations and other Projects (Type-IV)

4.1 GOVERNMENT/INDUSTRY SPONSORED AND SIMILAR RESEARCH (TYPE-I)

4.1.1. A Sponsored project refers to projects in which the PI does not charge any honoraria/consultation fee. For a project sponsored by a Govt. Agency, *no honorarium in any form can be claimed.*

4.1.2 All the projects concerning research work including specialised Technology Development Mission projects sponsored by any Govt. organisation or similar funding agencies shall be classified as Type-I projects.

4.1.3 Each Govt./Industry sponsored Project will have a PI, who may be a faculty member in the service of the Institute and will be completely responsible for the completion of the Project, maintaining financial and other records as per norms and procedures laid down by the Project agency. The PI will be appointed/approved by the Director or appointed by the sponsoring agency.

4.1.4 The proposal should be submitted as per the format and guidelines of the concerned funding agency. To estimate the funds required for a project, the following budget heads may be taken into account: (a) Salary of project staff, including PhD scholars, (b) Equipment, (c) Travel (Domestic/ International), (d) Contingency, (e) Administrative Overheads (@ 25% of total project cost or as applicable)

4.1.5 All project proposals must be sent to the Director through proper channel for recommendation/approval. No Project of the Institute would be sent outside without proper recommendation of the Dean (R & C) and approval/consent of the Director.

4.1.6 After approval from the Director, Office of Dean (R & C) will issue a forwarding letter and the copy of the project proposal to the PI for submission to the funding agency.

4.1.7 The project expenditure for equipment and consumables will be maintained in a separate stock register by the PI. The statement of expenditure and utilisation certificate will be audited and utilisation certificate will be issued subsequently. Any balance amount at the end of the project will be treated as per policy of the sponsor.

4.1.8 It is the responsibility of the PI to send timely reports and other deliverables to the sponsoring agency. Statement of account to be submitted will be made available to the PI on request to the designated Institute officer.

4.1.9 For completed projects, the final report should be submitted to the funding agency through proper channel with a soft copy for the record at the office of the Associate Dean (R & C).

4.1.10 A completion certificate should be obtained by the PI from the funding agency for successful completion of the project based on which project will be closed with intimation to

the Director. The Project file will be closed after the approval of the sponsoring agency or as per the MoU, whichever is applicable.

4.1.11 Collaborative projects between two or more Institutes/ Organisations can be submitted only after approval of the respective competent authorities. The funds will be received by the host Institute/ Organisation of the PI and the host Institute/ Organisation will have the responsibility to transfer the funds to the collaborative Institutes/ Organisations as specified in the Project proposals. If the sponsor agrees, funds can be released by him separately, to the participating Institutes/ Organisations.

4.1.12 The consultancy projects not requiring Institute's laboratory facilities would termed as Type II-A, whereas those requiring the same would be termed as Type II-B.

4.2. CONSULTANCY (TYPE-II)

4.2.1 A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to clients, wherein Projects or jobs awarded / assigned/ accepted from Industry, NGOs, or Government departments which are generally of short duration (varying from a few weeks to a year or so), having clear cut deliverables, and which are aimed at solving specific problems of interest to user agencies. This is effectively a contract work in which all outputs belong to the client. Consultancy may be of advisory in nature, and also of highly specialized training, team building, product/ software development, design etc.

4.2.2 All payments for consultancy work must come in the name of the '**The Director, NIT Jamshedpur**' payable at **SBI, NIT Jamshedpur branch**. The Institute through the office of Dean (R & C) and the Asst. Registrar (F & A) will then do the needful for complying with statutory laws.

4.2.3 The requisition of Consultancy Project will be made to the Director, who will authorize HOD through the Dean (R & C) for appointment of the PI and the team as per expertise required for the Project. HOD concerned will appoint PI and form the team in consultation with the PI. Information about the PI appointed and the team formed shall be communicated to the Dean (R & C), before taking up the work. Any controversy in appointing PI and or /team shall be looked into by the Dean (R & C) and the Director. Any change in PI and/ or team at a later stage (if any) must be communicated to the Dean (R & C) clearly stating the reasons for such change. For inclusion of Ph.D Students, the respective Supervisor's consent is to be taken.

4.2.4 For interdisciplinary or other important projects, PI and the team shall be appointed by the Director in consultation with respective HODs and the Dean (R & C).

4.2.5 The Proposal prepared by the PI should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by Director from time to time) as the primary component. It may also have budget for supporting manpower, equipment, travel contingency, institute overheads and expenses for IPR (if required). At the stage of proposal submission, the budget should reflect project costs (X), 25% overheads

(0.25X) and GST (as applicable upon 1.25X). GST is subject to periodic revision by the Government of India.

4.2.6 All requisitions for consultancy works must be sent to the Director through proper channel for endorsement and approval alongwith the consultancy project agreement form.

4.2.7 The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institute may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon milestones. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

4.2.8 In international consultancy projects:

- a. Funds are received in foreign currency.
- b. GST is not applicable.
- c. The research collaboration of NIT Jamshedpur with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.

4.2.9 All IPR related issues are to be agreed between the Institute and the funding agency. Preferably, IPR will be jointly shared by NIT Jamshedpur and the funding agency.

4.2.10 These projects are headed by a PI, and may have Co-Principal Investigators (Co-PIs). Accordingly, the deliverables are the responsibility of the PIs. The statement of expenditure and utilization certificate w.r.t. every Consultancy Project has to be prepared by the Concerned PI at the end of project. The final report should be submitted to the funding agency by the concerned PI. The Institute will provide PIs the necessary support. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Department's stock register.

4.3 TESTING (Type III)

4.3.1 It means to test a component or a product against a standard. Such projects will cover laboratory testing/ field testing/ field measurement, calibration of equipment/instruments, testing of materials/ design/ software etc. The Institute will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work.

The above may also include:-

- Visit to actual sites of work place of Institutions, Industries, Organizations and other external agencies to assess the nature and magnitude of the problem faced and technical services required;
- Surveying of land, traffic, infrastructure, market, plant & machinery, techno-economic feasibility, damages, environment, pollutants, wastes etc.

4.3.2 The procedure of overall operation of the project is similar to that of Consultancy (Type-II) Projects. The Institute, through its faculty, is not authorized to undertake certification in any form. Only results can be reported to the concerned party.

4.3.3 The Testing Projects requiring the use of Institute's laboratory facilities are to be termed as Type-III.1, and those not requiring the same would be termed as Type-III.2.

4.4 COLLABORATIVE AND OTHER PROJECTS (TYPE-IV)

Any R & C and/ or training Project in collaboration with any organization/ Institute or any other Project not covered in Type-I, II & III; will be classified as Type-IV category. The decision of placing any project in the category I & IV shall rest with the Director on case to case basis.

5. MANAGEMENT OF CONSULTANCY (TYPE-II) & TESTING (TYPE-III) PROJECTS

5.1 The request letter from the clients for availing the Consultancy/Testing services of the Institute shall be addressed to the Director which shall subsequently be forwarded to the concerned HOD through the Dean (R & C).

5.2 The concerned HOD shall nominate the PI and co- investigator (in case of testing projects) and consultant or a group of consultants (in case of consultancy projects), *in consultation with all the faculty members* of the department, amongst the faculty members of the department having expertise in the relevant field.

5.3 The PI/ consultant shall then prepare the estimate/proposal indicating therein-detailed terms and conditions and place it before the Dean (R & C), through the HOD, for approval prior to furnishing the estimate to the client.

5.4 The full estimated fee for the Consultancy / Testing services to be availed is to be deposited to the concerned HOD by the client in advance in the form of a bank draft in favour of **'The Director, NIT Jamshedpur' payable at SBI, NIT Jamshedpur branch**. The work shall be taken up only after receipt of full payment in advance. The work may also be commenced upon partial payment of the fees by the approval of the Director with specific reasons to be noted and kept in the concerned Project's file. The onus will be upon the concerned PI to obtain full payment in such cases before delivering the full results/ services.

5.5 On receipt of Consultancy/Testing fees the concerned HOD shall deposit the demand draft in the bank and issue the payment receipt through the Account Section of the Institute. A copy of the receipt must also be forwarded to the office of Dean (R&C) for record. The HOD in consultation with the PI/consultant shall deal and correspond directly with the client/ firm in all matters of routine testing/ approved consultancy projects.

5.6 The report and certificate in case of routine testing projects shall be prepared and signed by the PI and co- investigator while the same in case of consultancy projects shall be prepared and signed by the consultants or group of consultants. All such reports are then to be placed before the HOD for his signature on the report prior to furnishing these to the client/ firm.

5.7 A copy of all communications etc and the reports submitted to the client/ firm must be filed in the office of the HOD and Dean (R & C).

5.8 The onus is upon the concerned HOD (through the PI) to maintain all the records pertaining to any Consultancy/Testing Project in a separate file. A copy of the same is also to be forwarded to the office of the Dean (R & C) for maintain a separate file by the designated officials.

6. GUIDELINES FOR OUTSTATION WORKS

6.1 In case the academic staffs are required to undertake outside visits in connection with the testing/ consultancy projects, they shall be granted duty leave by the competent authority. However, they are encouraged to visit during holidays/weekends. In addition, he will get TA and DA at rates admissible to the members of the staff or as mutually agreed upon with the client/ firm. The expenditure on this account shall be claimed separately to the client and reimbursed to the concerned staff member.

6.2 The office of Dean (R & C) of the institute shall maintain all accounts with regard to all the receipts on account of testing/ consultancy fees, make disbursement of the remunerations, TA & DA (if any) to the various staff involved with such services on the recommendation of the concerned HOD and the Dean (R&C), timely payment of service tax etc. to the concerned government department in accordance with the rules. The amount received on account of institute share shall be credited in a separate book of account under the head of account **Testing & consultancy fund** and shall not be amalgamated with the general revenue of the institute.

6.3 The total remuneration earned by a staff member of the Institute during the whole financial year on account of Consultancy/Testing services rendered shall not exceed the limits of his/her yearly basic pay plus special pay, if any, and DA

7. RESEARCH & CONSULTANCY COMMITTEE

There shall be a Research & Consultancy (R & C) Committee to manage the Research and Consultancy works in the Institute. The Committee thus formed will be common for all consultancy Projects of the Institute, till its tenure. The R&C Committee shall be appointed by the Director with Dean (R&C) as Chairman and Associate Dean (R&C) as Convener.



8. DISTRIBUTION OF FEES

8.1. Details of distribution of consultancy fund:

Head/Item	Consultancy with Design Component (Type II-A)	Consultancy with Use of Laboratory/Routine Testing (Type II-B & III)
Total Money Received	X	X
Service Tax	T	T
Project Amount (Y)	X-T	X-T
Institute Overhead (I)	0.4Y	0.5Y
Remaining Amount (R)	0.6Y	0.5Y
Total Expenditure	E	E
Balance Amount for Distribution (B)	R-E	R-E

8.2 The distribution of Balance Amount (B) for both consultancy project and routine testing (Type II-B & III)

S.No.	Head/Item	Distribution of B (%)
1	Director	2.6
2	Director's Office	1
3	Dean (R&C), Associate Dean (R&C)	2
4	Dean (R&C) Office	1
5	HOD	2.4
6	Office of HOD	1
7	Registrar & Others	2
8	Office of Registrar	1
9	PI & Team (Faculty)	61
10	Non-Faculty (Lab Staff)	26

8.3 The distribution of institute share to be credited to the PDF and RDF:

Type of Project and Component for Distribution	Distribution (%)		
	IRG	PDF	R & C
Sponsored Research Project/HRD Program's Institutional Overhead Charges Received from Sponsor (I)	70	15	15
Consultancy Project	70	15	15
Routine Testing	70	15	15

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9. UTILIZATION OF PDF

9.1. The PDF can be utilized by the concerned individual for the following purposes:

- Travel (domestic and abroad) and related expenditure for individual, student or outside expert
- Exploratory visits
- Attending Conferences/ Short term course/ workshop/ training programs.
- Publishing of conferences and journal manuscripts.
- Engagement of project staff
- Fee and related expenditure for acquiring training/qualification(s)
- Membership fee of professional societies
- Books, journals related, stationary and computer consumables and any storage media
- Mobile phone (once a year), data card for internet, telephone call (prepaid or postpaid), connectivity charges
- Office peripherals, furniture for labs and offices, camera (all types), instrument, computer (all types) and peripherals
- Development of Departmental Infra structure facilities like equipment laboratories, class rooms, committee/ conference rooms.
- Repair, maintenance and A.M.C of equipments.
- Repair and maintenance of office and labs
- Seed money for holding conferences/workshops and seminars etc.

9.2. All travels (domestic and international), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval through proper channel.

9.3. The items procured out of PDF shall be properly accounted for by the concerned department/ Centre and shall remain as the property of the Institute. However, all these items will remain in the custody of the faculty concerned till his service in the institute.

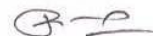
9.4. For the faculty members coming from different NITs, who carry out projects and other activities involving contribution towards their PDF, on request the fund so accumulated could be transferred from one NIT to another, within NIT system with the approval of the competent authority.

9.5. All travels (domestic and international), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval through proper channel.

10. PROJECT STAFF RECRUITMENT

The rules/ procedures for selection of Manpower/ Project Staff (Including for Walk in Interview) is as follows:-

- The PI will advertise the positions through institute website and through other means after receiving approval of the draft advertisement from the Director through HOD and Dean (R&C).
- The Director will constitute a screening committee and the PI will send the report of the screening committee to Director for approval. After approval, interview letters would be sent to candidates. For the walk-in interview, screening is not required.



• **SCREENING COMMITTEE CONSTITUTION:-**

1.	Faculty from the existing panel approved by the Director	Chairman
2.	Concerned PI	Member
3.	One faculty member from the Department as available to the PI	Member

- **INTERVIEW:** The PI will arrange for the normal or walk-in interview and the recommendations of the Selection Committee will be sent to the Director for approval.

• **SELECTION COMMITTEE CONSTITUTION:**

1.	A Faculty member from the existing panel approved by the Director	Chairman
2.	Head of the Concerned Department or his nominee	Member
3.	Concerned PI	Member
4.	One faculty member from outside the Department as available	Member
5.	One external expert from outside the Institute (Only If required/desired by the sponsor)	Member

• **FINAL SELECTION/APPOINTMENT:**

Selection Committee report may be approved by the Director and the appointment letter may be issued by the PI.

- The Project Positions, Qualifications and Fellowships/Emoluments are as per the following table:-

S. No.	Position	Minimum Qualifications	Emoluments (per month)
1	Project Consultant	Ph.D. + 4 years experience or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch + 10 years' experience	As approved by the competent authority
2	Research Associate	M. Tech/M. Arch/M.B.A. (2 years duration) Ph. D. in Science/Ph.D. in Arts	Same as above
3	Project Fellow	Ph.D. in (Engg/Science) + 2 years experience or Ph. D. in Arts + 2 years experience or M.Tech./MBA + 3 years or B.Tech. + 6 years experience	Same as above
4	Project Associate	B. Tech/B. Arch/M.Sc./M.A.	Same as above
5	Project Assistant (Technical)	Diploma (3 years) duration or ITI with 4 years' experience	Same as above
6	Project Officer (Admin)	MBA/CA	Same as above
7	Project Assistant (Admin)	Graduation	Same as above
8	Project Attendant (Admn/Tech.)	12th pass or 10th pass + 2 years experience or 8th Pass + 4 years experience	Same as above

Note :

(i) To meet specific needs of the project, any change in qualification and emoluments may be approved by the Director.

(ii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

• **TERMS & CONDITIONS FOR PROJECT STAFF**

1. **HRA:** The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the Institute rules, if accommodation in the campus is not made available to him/her. HRA shall be charged to the salary head of the respective project.

2. **Conduct Rules:** The project staff shall follow general code of conduct of the institute, including secrecy of the findings/technical information.

3. **Disciplinary Proceedings:** The Director may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary.

4. **Leave:** All project staff working on project shall be entitled for following types of leave:

Casual leave: 8 days per year on pro-rata basis

Earned leave: 2½ days per completed month of work

Maternity leave: 135 days (Only for the appointment for a year or more)

The record of the leave shall be allowed and maintained by PI.

5. **Medical Insurance:** Annual premium for medical insurance (from nationalized insurance company only for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 2.00 Lac for self, Rs. 2.00 lac for spouse and Rs. 1.00 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

11. GUIDELINES FOR MoU/AGREEMENT

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary.

11.1 General: This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

11.2 Scope: This section should spell out briefly the nature of work, its limitations and the expected end results.

11.3 Time Frame: This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

11.4 Consultancy Charges and payment terms: The document must clearly indicate the charges to be paid including applicable service tax along with payment terms.

11.5 Responsibilities: This clause should define clearly the responsibilities of the various parties with regard to making the data and/or material available for the work as also for the return of the same, as and if applicable.

11.6 Patents/Publications: The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

11.7 Force Majeure: This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events.

11.8 Arbitration: The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier.

11.9 Liability: This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier.

11.10 Amendment to the MoU: The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever

12. SUPPORT FOR FACULTY & STUDENTS

- The office of the Dean (R&C) will promote in conducting the co-curricular activities (like Technical festivals, quizzes etc.) for the students. Any proposal for conducting technical festival in the Institute by the students or for attending such functions at other Institute may be sent through respective HOD, in the prescribed format, for review and permission.
- Promotion of **innovative projects** among students, participation in conferences, Workshops, and Training Programmes of faculties and students are the objective of the section. To take special care for promoting the innovative projects among the students. An **INSTITUTE INNOVATION CELL** has been created in the Institute for this purpose.
- Any faculty/ student seeking permission to conduct/ attend conference, seminar, workshop, or any training programme may apply for registration fee/ travel expenses or seed money on the prescribed format through the respective HOD.
- All the applications for any student internship position (internal/external) in the institute will be routed through Dean (R&C), who will forward it to the concerned HoD for further processing.
- Student Assistants/Interns can be appointed by the PI in a project with a fixed emolument on hourly basis with the due approval of the Director.



13. MANAGEMENT OF FUNDS

The funds received will be first deposited in to Institute Account and then transferred to a bank account in the name of Dean (R&C), NIT Jamshedpur. The account will be jointly operated by the Dean (R&C) and Associate Dean (R&C).

14. EXCEPTION CLAUSES

These guidelines shall normally be applicable to all staff members associated with Research and consultancy activities. Any exception/deviation to the above guidelines will be dealt with by the Director depending upon the merit of the case.

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